DYSLEXIA SPARKS

Building Futures Together

Become a Sparks Trustee

Support The Region's Only Charity For Dyslexia



Trustee Pack 2026/27

dyslexia-sparks.org.uk

Make a difference to the lives of dyslexic children and adults in Hull and East Yorkshire.

We're looking for enthusiastic, committed individuals to join our charity's Board of Trustees.

As a Trustee, you'll help shape our vision, guide our strategy, and ensure we continue making a positive impact. Help us create lasting change and work on the next stage of the charity's development.

As the region's *only charity* for dyslexia and associated specific learning difficulties (SPLDs), it is critical – now more than ever before that we continue our vital work. If you are strategic and passionate about supporting dyslexic individuals, then we would love to hear from you.











Here's where *you* come in...

General Trustee Requirements

We are looking for individuals who:

- Can demonstrate passion for and belief in the work that we do.
- Have experience navigating change and transformation.
- Possess strong communication and interpersonal skills.
- Have a proven ability to build and maintain strong and productive relationships.
- Are committed to equality, diversity and inclusivity at all levels.
- Have a willingness to devote the necessary time and commitment.
- Can offer strategic vision – guiding the future development of the charity.
- Use independent and professional judgement to guide decision making.

The Trustee Role

The Trustee Board is responsible for the charity's strategic direction and accountability, as well as risk management, quality, and performance monitoring. Trustees are expected to challenge and contribute to the charity's development and ensure that financial controls and governance systems are robust, transparent, and compliant with regulation.

All Trustees of the Board are expected to:

- Demonstrate professional and independent judgement.
- Have a genuine interest in local communities and people.
- Have a commitment to the aims, objectives and values of Dyslexia Sparks.
- Possess and demonstrate integrity, objectivity, accountability and honesty.
- Understand the legal duties, responsibilities and liabilities of trusteeship.
- Have an ability to work effectively as part of a team, contributing an independent perspective.
- Be willing to promote the charity in the best interests of its stakeholders, staff, and people supported by Dyslexia Sparks' services.



We're looking for Trustees to commit to post for 3 years from election.

The Statutory Duties of a Trustee

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects as defined in its governing document.
- To ensure the charity uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To participate in the appointment of the Chief Executive Officer (CEO).
- To ensure the Board operates effectively and:
  - Contributes to the establishment of the charity's strategic direction and goals and the monitoring of any strategic plans.
  - Evaluates the charity's performance on a regular basis and holds the CEO accountable for outcomes.
  - Ensures the financial stability of the charity and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate.
  - Defines the boundaries of management authority.
  - Delegates the implementation of its decisions to the CEO, supporting them as required to carry out their work.
  - Ensures the performance and development of the CEO is reviewed annually.
  - Review performance annually and that all Trustees actively participate in this evaluation.
  - The Board's agreed position is represented when speaking publicly on behalf of the charity.
- Acting in the best interests of the charity at all time.
- Respect the confidential nature of all information relating to the business of the charity in accordance with information governance and data protection policies.
- Working together and not pursuing personal or sectional interests at the expense of charity interests.

We're recruiting for a Specific Role

The Chair

We are seeking a Chair who will provide leadership and direction to the Board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the charity.

Specific Role Requirements

- Provide empathic leadership to support the development of strategic plans that fulfil the charity's mission and vision.
- Ensure that the Board of Trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population.
- Ensure that Trustees fulfil their duties for the effective governance of the charity.
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity.
- Ensure that the governance arrangements are working in the most effective way for the charity.
- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change and where appropriate address and resolve any conflicts within the Board.
- Maintain close relationships with key influencers.
- Address any potential conflict with external stakeholders.

Main Responsibilities

- Help to plan Trustee meetings.
- Take the lead on ensuring that meetings are properly run and recorded.
- Take the lead on ensuring that Trustees comply with their duties and the charity is well governed.
- Have a second or casting vote if a vote on a Trustees' decision is tied.
- Act as a spokesperson for the charity, if required.
- Acts as a link between Trustees and staff.
- Line manage the CEO on behalf of the Trustees.

Interested?
See how to apply on pg. 9

The Chair Cont.

Person Specification

- Leadership/management qualification (preferred).
- Proven track record of leadership at senior level.
- Understanding of charity governance and compliance, with the ability to ensure systems and processes are in place to fulfil the requirements of associated regulatory frameworks.
- Experience of chairing roles, ideally in the charity sector.
- Previous Board/committee experience.
- Ability to communicate clearly and to summarise key information, verbally and in writing.
- Ability to sum up complex debate to draw out the issues for decision.
- Resilience when dealing with difficult and challenging people and complex situations.
- Self-motivated and able to work on own initiative within a team environment.
- Ability to create an environment in Board meetings which allows the Board to discuss matters and reach decisions.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment. This is a voluntary, unpaid role.

Interested?
See how to apply on pg. 9

We are a charity who puts CARE at the heart of what we do – we care about the people we work with and we care about their futures.

Our Mission

To support dyslexic individuals of all ages to identify their strengths and learning needs – enabling them to overcome any barriers, make progress and to reach their full potential.

We recognise the impact that dyslexia can have on significant others and extend our support to the families of dyslexic individuals.

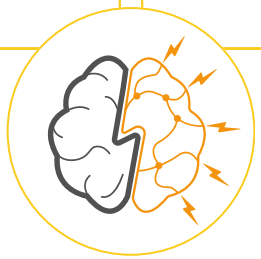
We offer understanding, professionalism and a safe environment within which this mission can be achieved.

Our Vision

A world where dyslexic individuals are valued and celebrated for what they have to offer.

We envisage a world where dyslexic individuals can unleash their inner spark in order to make valued contributions – at school, work and in the wider community.

We aspire for schools, workplaces and governing bodies to support this vision by designing and implementing policies and procedures which allow dyslexic individuals to be fully supported.



Our Values

Who we are, what we stand for and how we work.



Teamwork

We achieve more when we collaborate and all work together.



Respect

We value everyone, understand their strengths, and are considerate of their weaknesses.



Honesty

We build trust through responsible actions and honest relationships.



Compassion

We are kind and caring, and we go beyond the expected to ensure individuals, families, and communities are supported.



Accountability

Each of us is responsible for our words, our actions, and our results.



Quality

We strive to deliver a high standard of support, across all of our services.



Positivity

We look for the best in people and we provide a fun environment for learning and working.

How To Apply

If becoming a Dyslexia Sparks Trustee is something you're interested in, contact us today with your CV and some information on how you could contribute to our Charity, what role you could play for us, and any other information you think is relevant.



Please email our CEO Samantha Buttle:
samantha.buttle@dyslexia-sparks.org.uk

Deadline for applications is midnight 29/01/2027

Dyslexia Sparks is an equal opportunities employer and values diversity. We are committed to safeguarding and promoting the welfare of all learners and expect all staff to share this commitment.

All candidates should ensure that they have reviewed the Government information **here** before applying.

Thank you for supporting our charity